

Department of Natural Resources

Fiscal Services Policy No.: FS-2003-01

Effective Date: July 1, 2003

Subject: Processing Payment for Employee Identification Cards

Authorization: R.S. 36:354

I. Policy:

All Department of Natural Resources personnel are required to obtain an official ID/Access card through the Office of State Buildings. **Employees should refer to DNR Administrative Policy No. 9 - issued February 2, 2002 for instructions and forms needed to obtain this identification card.**

The Office of State Buildings charges a \$10.00 fee for each card issued. The Department of Natural Resources will provide funding for the initial card and replacement card(s) if the card stops working through no fault of the card holder or if the card is stolen and the replacement request is accompanied by an official security/police report.

ALL OTHER REPLACEMENT CARDS ARE ISSUED AT THE EMPLOYEE'S EXPENSE. THE EMPLOYEE'S CHECK SHOULD BE MADE PAYABLE TO "LOUISIANA DEPARTMENT OF NATURAL RESOURCES" AND MUST ACCOMPANY THE REQUEST FOR REISSUANCE. * (see footnote)

II. Applicability:

This policy applies to all classified and unclassified employees within the Department.

III. Procedure:

This procedure provides guidelines for processing payment to the Office of State Building for the initial and/or replacement cost of employee identification cards.

A. Original Card Issuance – Note: These instructions pertain to any card issuance paid for by the Department of Natural Resources

Responsibility: BUDGET SECTION:

1. Receive partially completed Employee Identification Badge/Access Card Enrollment Form.
2. Verify Supervisor's signature
3. Enter proper accounting coding as follows:
 - a. organization number is determined by the section the employee works in

- b. object code is: 5150
- c. object detail code is: BA
- d. reporting category (used where applicable) is determined by the organization number and section the employee works in
- e. dollar amount must equal cost per badge of \$10.00 times the number of badges being requested
- f. verify availability of funds

Responsibility: INDIVIDUAL EMPLOYEE:

- 4. Receive completed Employee Identification Badge/Access Card Enrollment form from the Budget Section with proper Accounting coding indicated on the form
- 5. Bring form to the Office of State Buildings and present it to have your identification card issued

Responsibility: DOA-STATE BUILDINGS

- 6. Issue Employee Identification Badge/Access Card in compliance with information provided on the applicable form
- 7. Process an Inter-Agency transfer document to bill the Department of Natural Resources for the card(s) issued

Responsibility: DNR ACCOUNTING-ACCOUNTS PAYABLE

- 8. Review outstanding documents on ISIS-SUSF screen
- 9. Process Inter-Agency transfer document for payment of badges issued in accordance with ISIS standard operating procedures assuring invoice documentation for badge(s) has been received and is attached to a copy of the IAT document for filing purposes.

B. IN THE EVENT THE BADGE IS NOT BEING PAID FOR BY THE DEPARTMENT OF NATURAL RESOURCES, THE FOLLOWING STEPS MUST BE TAKEN FOR PAYMENT OF SAID BADGE:

a. All steps (1 through 9 above) will be followed as noted above

Responsibility: INDIVIDUAL EMPLOYEE

- 1. A personal check* in the amount of \$10.00 made payable to LOUISIANA DEPARTMENT OF NATURAL RESOURCES must accompany the Employee ID Access card enrollment form when the document is submitted to the Budget Section for coding
- 2. Upon obtaining coding, a copy of the form along with the personal check must be delivered to the Accounts Receivable Section, Fiscal Services, 12th Floor LaSalle Building
- 3. Proceed as above and have replacement identification badge issued

Responsibility: ACCOUNTS RECEIVABLE SECTION

4. Receive check in the amount of \$10.00 per badge being requested along with a copy of the Employee Identification Badge/Access Card Enrollment form indicating the coding the expenditure will be charged to
5. Deposit the check as a RETURN OF APPROPRIATION to the coding indicated by the Budget Section on the enrollment form.

*Note: Due to state fiscal year end constraints, any card replacement requests made between May 1 and June 30 **which are to be paid for by the individual employee must be accompanied by cash, a money order or other certified funds.**

IV. Compliance:

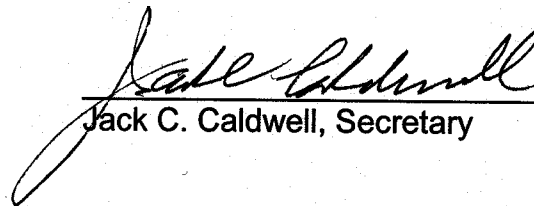
The Assistant Secretary is responsible for communicating this policy and assuring staff complies with it.

V. Exclusions:

There are no exclusions to this policy without the written approval of the Undersecretary.

VI. Questions:

Questions regarding this policy/procedure should be directed to the Accountant Supervisor, Accounts Payable Section, Fiscal Services, Office of Management and Finance.



Jack C. Caldwell, Secretary

12-18-03

Date